

# Skipping Class

- Teachers will establish two-way communication with Ms. Washington/student services on all suspected skipping situations. Admin team and support staff will immediately work together to search campus and find the student.
- Step 1 – Administrator establishes two-way communication with parents/guardian and document with a referral.
- Step 2 - Grade level counselor calls parents/guardian and administrator documents with a referral.
- Step 3 - Parent conference, behavior contract with an administrator and documented with a referral.